

December 1992 Training Workshop

No Minutes

Report Back on Breakout Sessions
5th FSCS Training Workshop
December 7-9, 1992

Breakout Sessions held 12/7/92

Income, Expenditures, Capital Outlay – Peggy Rudd, Virginia

- Some in depth analysis needs to be done regarding 0 income. What is the problem in reporting, identifying, etc.? Item to be looked at by Data Analysis Sub-Committee.
- Local Government Income – Common government funds. Prevalent practice seems to be to report money spent directly by local governments for libraries as income. (Salaries, rent, utilities, etc.).
- Perhaps a modification of the definition to include this type of income is needed. Referred to the Definitions Sub-Committee.
- It was stressed that the goal of this data collection is to determine the cost of operating libraries. Direct and indirect costs for operations should be included. The indirect costs would have to withstand an audit (receipts, etc.) Referred to the Definitions Sub-Committee.
- "Income Passed through another agency" (fines, etc. received by the library, but paid back to the county, municipality, etc.). It was suggested to add "and not reappropriated to library budget" in the definition.
- Contract Income – report under Other, Local or not at all??? Referred to the Definitions Sub-Committee.
- Non-tax receipts – includes income from municipal-owned utilities, royalty income from natural gas, oil, etc. given to libraries for operating. These examples should be added to the definitions.

Definition of a Public Library – Jan Feye-Stukas, Minnesota

- Do we want State Libraries included if they are open to the public and serve population not served by other public libraries?
- Systems that do not provide service directly to the public libraries should not be included.
- Talking Book Program – Included if not a stand-alone budget.

- **Indian Reservation Libraries** – If they are considered a public library by the State (funding, etc.) include them. May be added as an identifier in DECPLUS.
- **Institutions, hospitals, etc.** should be included if actual branches are established. If not, they should be Other outlets or Special Libraries.
- **Locally Endowed** – refer to Definitions Sub-Committee.
- **PAID STAFF** – if the State recognizes a library staffed by volunteers as a public library, include them in collection.

Collections – Gerry Rowland, Iowa

(Data Elements 29–33, General Issues)

- In general, the group suggested three criteria to consider in changing or adding a data element:
 - Is it really needed by our libraries
 - How difficult will it be to collect?
 - Are we concerned enough to follow through on the changes?
- **Titles vs. Volumes:** All participants collect volume information. Very few collect title information. There was little interest in collecting both volume and title information, even though the NISO draft requests both approaches. The group felt that none of the criteria would be applicable in this case.

The "official definition" of a title and of a volume needs to be included in our definitions, which do allow for title counts in certain cases.

- **Uncataloged materials:** Output Measures for Public Libraries clearly states that counts of uncataloged materials should be included. Some States might not count all uncataloged materials, but all agreed that the ALA language should be incorporated in the FSCS definition.
- The title of the section should be changed to "Library Holdings at End of Fiscal Year", which is a more accurate reflection of what is actually done.

- **Leased collections:** The discussion group viewed leased collections as part of a larger issue, that of counts of temporary collections, including rotating collection. The concern was that such collections not be counted cumulatively, (i.e. do not multiply such collections, by the number of times a year that such collections are received). The general discussion indicated much disagreement on this issue. There is enough interest that the definitions subcommittee should explore the matter further.

#29. Books and Serials

- **Books and Serials** should continue to be included in this section. There is a gray area of "monographic serials" which makes it difficult to separate the two categories. There should be language which instructs the States to include counts of government documents. All participants include counts of government documents in this section.
- **Other Materials:** There was definitely a sense that FSCS needs to come to grips with significant areas of the collection which are not being counted, such as microfilm, computer software, and CD-ROM. These issues should be addressed by the definitions subcommittee. This may be difficult to accomplish, but it would be useful to local libraries and is of great interest to the coordinators.

Non-Standard Geographic Populations – Keith Lance, Colorado; Walter Terrie, Florida State University

(Keith to send)

FSCS Goals: Population – Jan Feye–Stukas, Minnesota, Mary Jo Lynch, ALA

- Legal Service Area is not defined.
- Some States cannot give most recent population estimates provided by the State Data Center due to State laws.
- Cannot report population other than what State Aid is based on. Same figures must be reported in all areas.
- Steering Committee will look closer into this issue.

DEFINITION OF A PUBLIC LIBRARY

1. Public Library

Definition: A public library is established under state enabling laws or regulations to serve the residents of a community, district, or region; and makes its basic collection and services available to the population of their legal service area without charges to individual users. Products and services beyond the library's basic services may or may not be provided to the public with or without charges.

A public library is an entity that provides at least the following:

- 1) An organized collection of printed or other library materials, or a combination thereof;
- 2) a paid staff to provide and interpret such materials as required to meet the informational cultural, recreational, and/or educational needs of a clientele;
- 3) an established schedule in which services of the staff are available to clientele; and
- 4) the facilities necessary to support such a collection, staff, and schedule.

NOTE: State law determines whether an entity is a public library.

INCLUDED IN FSCS

DATA IS COLLECTED AND SUBMITTED FOR THESE ENTITIES:

- △ Public Libraries with only a central library.
- △ Public Libraries with a central library and branches and/bookmobiles.
- △ Public Libraries with no central library, administrative offices not in a library, but with branches/bookmobiles.
- △ Public Libraries with only bookmobiles.
- △ Public Libraries that do only books-by-mail.
- △ Public Libraries whose primary mission is to serve the public even though they may be physically located in a school or post-secondary building.
- △ Joint libraries that are operated jointly by a school district and city, county or township and serve both the school and community.
- △ The unit within a State library that provides the only public library service for a community, district or region.
- △ Public libraries with some branches in correctional facilities, hospitals or other institutions.
- △ Public Libraries which house sub-regional libraries for the blind and physically handicapped.

INCLUDED IN FSCS UNIVERSE FILE

NO DATA IS COLLECTED OR SUBMITTED FOR THESE ENTITIES:

- Public Library systems (federations) that do not serve the public directly.
- Multi-type Library systems (federations)
- Library entities that contract with other entities for all services.

NOT INCLUDED IN FSCS:

- ⊙ State libraries or state government libraries
- ⊙ School libraries whose primary mission is intended to serve schools, even though they may also open their doors to the general public.
- ⊙ ~~Public~~² libraries that really are meant to serve a distinct or restricted clientele, and/or have their own data collection system, e.g.:
 - Libraries for the Blind and Physically Handicapped
 - Federal Libraries, including those on military bases
 - Libraries operated by Indian Reservations unless they are designated as public libraries under state law.
 - Libraries operated by correctional facilities, hospitals, etc. unless they are operated as part of a public library.
- ~~2 Privately-controlled libraries which render, without charge, general library services to a community.~~